

[? Help](#)**Job details**

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Benefits Information **Represented Employees**
• Cafeteria Benefit Plan • Defined Contribution Retirement Plan •
Deferred Compensation & Thrift Plan • 11 Paid Holidays •
Generous Vacation and Sick Leave Benefits • Flexible Work
Schedules

Position/Program Information Positions are responsible for independently making routine financial evaluations and assessments to determine a responsible party's ability to reimburse the County for billable justice services received. The positions are located in the Probation Department (Budget and Fiscal Services Division - Collection Section, and Adult Field Services Bureau), and report to a Supervising Financial Evaluator. Incumbents must utilize a working knowledge of court procedures and of departmental rules and regulations governing collection practices. Additionally, incumbents must utilize good oral and written communication skills to conduct effective interviews, to maintain communication with referring agencies, to prepare recommendations for court review, and to testify in court.

Essential Job Functions Conducts preliminary interviews with probationers and legal guardians of juvenile wards to obtain financial information on financial reimbursement cases; conducts preliminary interviews with victims of crime to obtain lists of lost items.

Determines the costs of probation-related service provided by the County for billing to the client by analyzing court reports, records and financial summaries of parents or other responsible persons and specifies reimbursement charges.

Makes recommendations regarding the responsible party's ability to reimburse the County for juvenile's detainment costs and other related probation services; makes recommendations of financial restitution amount and payment plan.

Prepares installment agreements and initiates other appropriate repayment action plans in the collection of accounts.

Prepares court documents with recommendations on the responsible party's ability to pay for County services.

Accepts payments on behalf of the County in accordance with Probation Department policy regarding the collection of fees for County justice services received.

Prepares receipts and necessary documents for transmittal and deposit of funds collected.

Sends notifications to debtors of possible legal actions or accrual of penalties for non-payment of monies (i.e., victim restitution, unsecured taxes, and court ordered debt or any other financial obligation payable to the County).

Represents the Probation Department in court when clients and parents of clients claim financial inability or non-liability to reimburse the County for probation/detention services received.

Maintains communication with referring agencies such as the court to ensure compliance with the procedures and requirements of the respective agency.

Maintains statistical data in computer databases and systems for the preparation of production and collection reports and caseload reports.

Requirements

SELECTION REQUIREMENTS

Option 1: Two years' experience assisting in the identification and location of a client's financial resources or in investigating and collecting delinquent accounts payable at the level of the Los Angeles County class of Financial Evaluator Assistant* or higher.
-OR-

Option 2: Completion of 60 semester or 90 quarter units from an accredited** college -AND- one year's experience interviewing the public in connection with applications for financial assistance, credit, insurance, medical or hospital services, social security or workers' compensation.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information

*A Financial Evaluator Assistant assists in identifying and locating responsible parties' financial resources to enable them to reimburse the County for billable justice services received.

In order to receive credit for the required course work, you must include a legible copy of official transcripts or degrees from the accredited institution with your application at the time of filing.

Accreditation Information

**Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Examination
Content**

This examination consists of two parts:

Part I: A written test (BBEST) weighted 25%, covering Written Expression; Reading Comprehension; and Data Analysis and Decision Making. A Work Style Assessment (WSA) weighted 35%, covering Achievement Orientation; Conscientiousness; Customer Service Potential; Customer Focus, Dependability; and Retention.

Candidates must achieve a passing score on the BBEST and WSA in order to advance to the structured interview.

Part II: A structure interview weighted 40%. The interview covers Computer Software; Financial Assessment/Reimbursement; Office/Administrative Skills; Oral Communication; Listening Comprehension; Multi-tasking; Negotiation; Information Ordering; Work Independently; and Attention to Details.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.

RETAKE: Candidates that fail to receive a passing score, may not compete in this examination for twelve (12) months from the date of the failed test administration.

Candidates who have taken identical written tests (BBEST and WSA) as part of County of Los Angeles examination within the last twelve (12) months will have their scores automatically transferred to this exam. This exam contains test parts that may be used in future exams. Your scores will be transferred to the new exam and you may not be allowed to re-take any identical test parts for at least one (1) year.

Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov/wps/portal/dhr> and clicking on *Job Info Center*, then clicking on *Employment Test Preparation*.

You can also access test preparation materials for the computerized version of the test by going to <http://www.shldirect.com/en/practice-tests/>. While these study guides will help in preparing for the test, we advise you to review ALL related materials you deem necessary.

**WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER
CIVIL SERVICE RULE 7.19.**

**Special
Information****Pre-Employment Information**

Successful applicants who receive a conditional offer of employment will be required to complete a background investigation prior to appointment including a criminal record search (Livescan).

**Vacancy
Information**

The resulting Eligible Register for this examination will be used to fill vacancies in the Probation Department.

**Eligibility
Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

No person may compete for this examination more than once every twelve (12) months.

Available Shift Day

**Application and
Filing
Information**

Instructions for Filing

All applicants are required to submit a standard County of Los Angeles Employment Application online (via electronic submission) ONLY. **Facsimile and hardcopy applications will not be accepted.**

Fill out your application completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification.

We may reject your application at any time during the selection process.

Applications can be completed and submitted online by clicking on the link above or below this bulletin that reads **Apply to Job** so you can track the status of your application online and receive notification of your progress by email.

Applications electronically received after 5:00 p.m., PST on the last day of filing will not be accepted. This examination may close for filing at any time without prior notice.

Note: If you are unable to attach required documents, you may fax the document to (562) 401-2885 within five (5) business days of filing online. Please include exam number and exam title.

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e., 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

Applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

The acceptance of your application depends on whether you have CLEARLY shown that you meet the **SELECTION REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificate earned. All information and records are subject to verification. Applications may be rejected at any stage of the selection process.

FAILURE TO PROVIDE THE COMPLETE INFORMATION INCLUDING THE NAME(S) AND ADDRESS(ES) OF YOUR EMPLOYER(S), YOUR JOB TITLE(S), BEGINNING AND ENDING DATES, THE FUNCTIONS PERFORMED INCLUDING A DESCRIPTION OF YOUR ROLE, LEVEL OF INVOLVEMENT, INDEPENDENCE, AND INFORMATION ABOUT THE SIZE OF YOUR ORGANIZATION, COMPLEXITY AND LEVEL OF ACCOUNTABILITY RELATED TO YOUR EXPERIENCE MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND

County of Los Angeles Information**ACCEPTANCE INTO THE EXAMINATION PROCESS.**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

COUNTY OF LOS ANGELES BULLETIN INFORMATION**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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Department Contact Email	RAUL.MENDEZ@probation.lacounty.gov
ADA Coordinator Phone	562-940-3552
Teletype Phone	877-988-7800
California Relay Services Phone	562-940-2711
Job Field	Finance and Accounting
Job Type	All Others

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